



NEW YORK INSTITUTE OF TECHNOLOGY

GRADUATE ADMISSION APPLICATION AND INSTRUCTIONS

1. Complete all questions on the application.
2. Attach a non-refundable check or money order payable to **NYIT** for \$50 (U.S.) to the front of the application form. Please write your Social Security number on the check or money order. Your cancelled check is your receipt. Please do not send cash.
3. Submit official transcripts with proof of degree from all undergraduate, graduate, and professional schools attended. You may have them sent directly to the Office of Graduate Admissions or submit the transcripts in the original sealed envelope as part of your application packet. Photocopies or student copies are not considered official; however, you may wish to submit a photocopy along with your application for reference until the official copies are received.
4. If you are an international applicant, the following conditions apply:
 - You must submit recent results of a Test of English as a Foreign Language (TOEFL) examination for applicants whose native language is not English. Scores must be sent directly from the Educational Testing Service (ETS). NYIT's ETS code is **2561**.
 - Those applying to the Master of Architecture program must submit an official translated evaluation of all foreign academic credentials. Information about evaluation services may be obtained from the Office of Graduate Admissions. Official documents must be original copies.

If you require a student visa to attend NYIT, please note the following:

- All international applications and supporting credentials are due at least three months prior to your intended start date to assure adequate time to process the required documents.
 - A copy of your passport is required to process your application.
 - An official notarized affidavit of support and bank statement are required from your sponsor.
 - If you are currently in the country and/or studying at a U.S. university, please submit the transfer I-20 form, proof of visa (copy of I-94 form), and a visa waiver form if you entered the country on a visa other than F-1.
5. For additional requirements to your program, please refer to the section **Graduate Application Documents Required**.
 6. Where noted, it is the applicant's responsibility to request that ETS forward official copies of Graduate Management Admissions Test (GMAT) or Graduate Record Examination (GRE) scores directly to the Office of Graduate Admissions.

Application Processing Center:

Send all applications and supporting documents to:

Office of Admissions
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000

Campuses: Manhattan, Old Westbury

516.686.7520
800.345.NYIT (in U.S. only)
www.nyit.edu

GRADUATE APPLICATION DOCUMENTS REQUIRED

All graduate applicants are required to submit a Graduate Application Form, \$50 (U.S.) application fee, official undergraduate transcripts from all schools attended, and copy of diploma or proof of degree.

GRE requirements are determined by the department chairperson. GMAT scores are required for all students applying for an M.B.A. program.

Two letters of recommendation are required for communication arts applicants. Those students applying for any of the Computer Graphics programs must also submit a portfolio with the application for review. For more information concerning the portfolio requirements, e-mail commarts@nyit.edu.

A copy of your New York state (or other state's) teacher certification is required for the Advanced Childhood Education, Instructional Technology, Educational Technology Specialist, and District Leadership and Technology programs.

Score reports for the Liberal Arts and Sciences Test (LAST) and/or Content Specialty Test (CST), if required for your program.

Two letters of recommendation from your school district administrators endorsing your candidacy for the District Leadership and Technology Program.

Supplemental background packets are required for School Counseling and Mental Health Counseling program; call 516.686.7777 for details.

Two letters of recommendation are required for the Human Resource Management, Physical Therapy (PT) and Occupational Therapy (OT) programs. PT/OT letters of recommendation should be on letterhead, one of which must be from a licensed PT/OT. The recommendations must be dated within the past six months. Both references should be in sealed envelopes with the referee's signature over the seal. An interview with the department chairperson is required for these programs.

In addition, Doctor of Physical Therapy and OT applicants need to submit proof of 100 volunteer hours from a licensed OT/PT. An essay on why you want to be a PT/OT is also required.

IMMUNIZATION RECORDS

Public Health Law 2165 requires college students to present a complete record of two live immunizations against measles and a single immunization against mumps and rubella. Students born on or after Jan. 1, 1957 must submit a completed immunization record signed by a health practitioner. Your registration for classes will not be valid until this information has been provided.

ADMISSION REQUIREMENTS

Requirements for admission to graduate study at NYIT vary with the discipline the applicant chooses. All applicants are required to hold a baccalaureate degree or its equivalent from an accredited college or university and must submit the completed application form.

ADMISSION OF INTERNATIONAL STUDENTS

International students are, in general, expected to follow the same regulations and procedures as those set forth for all entering students.

In addition:

1. International students must file a notarized affidavit and notarized bank statement(s) with the Office of Graduate Admissions at the Old Westbury campus.
2. International applicants who have earned undergraduate degrees at a foreign university must provide proof of English proficiency. This may be accomplished by achieving a minimum of 550 written, 213 computer-based or 80 Internet-based on the TOEFL.

The TOEFL score of 550 or better is sufficient for the applicant to obtain an initial acceptance. However, if it becomes apparent to administration or faculty members that the TOEFL score is not truly representative of English ability, either prior to or after beginning at NYIT, the college maintains the right to require the student to pass an examination in English proficiency developed by the college, and/or enroll in one or more English courses as a corequisite to continued graduate study.

Applicants who submit TOEFL scores between 500 and 550 on the written exam, 173 to 213 on the computer-based exam, or 61 to 80 Internet-based exam will be required to take the NYIT English proficiency examination upon arrival as a condition of acceptance into graduate study. Such students may then be required to enroll in an appropriate English course or sequence of courses. The English proficiency requirement will be satisfied by the successful completion of the required course or sequence of courses.

Applicants who submit TOEFL scores under 500 written, 173 computer-based, or 61 Internet-based cannot be admitted into graduate programs at NYIT. International graduate applicants who meet academic requirements

and further details may be obtained by writing to: NYIT, Office of Admissions, ELI Program, Northern Boulevard, Old Westbury, NY 11568-8000.

ADMISSION OF INTERNATIONAL GRADUATE APPLICANTS WITHOUT U.S.-EQUIVALENT BACCALAUREATES (BRIDGE PROGRAMS)

Applications from international students who have completed only a three-year post-secondary program that is equivalent to three years of undergraduate study in the United States, or a four-year program that is not equivalent to an American baccalaureate degree, will be considered with the following additional provisions:

- The student may be required to take an NYIT English proficiency examination prior to enrollment.
- Each student must complete a minimum of 30 additional undergraduate/graduate credits with a grade point average (GPA) of at least 3.00. A substantial number of these credits may be English as a Second Language (ESL) courses depending upon the results of the proficiency examination.
- Upon satisfactory completion of these 30 credits, the student will be granted provisional status in the chosen graduate program and expected to meet all requirements of this status, which includes the achievement of a minimum 3.00 GPA through the first 12 graduate credits.

MASTER OF ARCHITECTURE PROGRAM

Applicants for admission to the Master of Architecture in Urban and Regional Design program are required to hold a professional degree from an accredited college or university approved by the National Architectural Accrediting Board, or the equivalent if applying with a foreign degree from another country. A portfolio of architectural design work must be submitted with the application for review and should consist of 8 1/2" X 11" bound photocopies of work that will not be returned.

International applicants to the Master of Architecture program should note that a professional five-year Bachelor of Architecture degree is required for entry into this program. All international credentials must be evaluated by World Education Services (www.wes.org). Applicants who do not hold a Bachelor of Architecture degree and wish to qualify for the graduate degree must first apply for and be accepted into the NYIT Bachelor of Architecture program, which requires completion of the first two years of the undergraduate degree with a GPAs of at least 2.75 (B-), as well as an acceptable portfolio of the first four semesters of design studio.

Applicants with an undergraduate GPA of 2.85 or higher and an acceptable portfolio will be admitted to fully matriculated status. Those with undergraduate GPAs between 2.50 and 2.84 may, at the discretion of the director, be admitted to provisionally matriculated status, with the opportunity to demonstrate their qualifications for full-time matriculation by achieving a graduate GPA of 3.00 or better in their first four graduate degree courses. In addition, these students may be required to take one or more parts of the GRE.

MASTER OF ARTS IN COMMUNICATION ARTS

Applicants with an undergraduate GPA of 2.85 or higher will be admitted to fully matriculated status in the master's degree in communication arts. Those with undergraduate GPAs between 2.50 and 2.84 may, at the discretion of the director, be admitted to provisionally matriculated status, with the opportunity to demonstrate their qualifications for full-time matriculation by achieving a graduate GPA of 3.00 or better in their first four graduate degree courses. In addition, these students may be required to take one or more parts of the GRE.

Students applying for the computer graphics program in communication arts must also submit a portfolio to demonstrate proficiency in motion graphics, TV graphics, or 2D or 3D graphics.

MASTER OF BUSINESS ADMINISTRATION (M.B.A)

Applicants for admission to the M.B.A. program are required to take the GMAT. Admission to the program is predicated on the achievement of a satisfactory composite score as established by the graduate faculty. The complete score consists of a weighted combination of the applicant's undergraduate GPA and the score received on the GMAT. Applicants may be admitted to a status of accepted or accepted with conditions, depending on the composite score.

All M.B.A. applicants are required to take the GMAT and submit scores before a decision on acceptance can be made.

MASTER OF FINE ARTS IN COMPUTER GRAPHICS AND ANIMATION, GRAPHIC DESIGN, AND FINE ARTS AND TECHNOLOGY

Applicants seeking admission to the Master of Fine Arts (M.F.A.) programs are required to have earned a Bachelor of Fine Arts (B.F.A.) or equivalent degree from an accredited college or university. A portfolio of original art and design work must also be submitted to the Fine Arts Graduate Portfolio Committee for

APPLICATION FOR GRADUATE ADMISSION

PLEASE PRINT NEATLY IN UPPER-CASE LETTERS

Part I: Biographical Data

Social Security Number □□□ — □□ — □□□□			Date of Birth (MM/DD/YYYY) □□ / □□ / □□□□			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		
Last Name (International Students: As it appears on your passport) □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□											
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Part II: Admission Data

Campus Choice <input type="checkbox"/> Old Westbury <input type="checkbox"/> Manhattan <input type="checkbox"/> Other _____	Entrance Semester - Year <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____	Application Type <input type="checkbox"/> First-Time <input type="checkbox"/> Transfer	Intended Load <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
My intended major is: _____			
Do you plan to live on campus? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Part III: Educational Data

List in chronological order each secondary school, college, or university you have attended, including NYIT, if applicable:

CEEB #/College Code ____	High School/College Name _____	City/State: _____	Diploma/Degree Earned: _____
From (MM/YYYY): ____ / ____		To (MM/YYYY): ____ / ____	
CEEB #/College Code ____	High School/College Name: _____	City/State: _____	Diploma/Degree Earned: _____
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CEEB # College Code ____	High School/College Name: _____	City/State: _____	Diploma/Degree Earned: _____
From (MM/YYYY): ____ / ____		To (MM/YYYY): ____ / ____	

OPTIONAL INFORMATION:

The following information is used for identification purposes only:

The following information is required in order to provide statistical data in compliance with federal and state non discrimination requirements. Response is voluntary and the information will be kept confidential. Refusal to provide this information will not subject you to any adverse treatment.

Please check one: ☐ American Indian or Alaskan Native ☐ Hispanic ☐ White
☐ Asian or Pacific Islander ☐ Black ☐ Do not wish to respond

PART IV: SUPPLEMENTAL DATA

Have you taken the Graduate Record Examination (GRE)?

☐ Yes (attach copy of grade report) ☐ No

If yes, date _____

Have you taken the Graduate Management Admission Test (GMAT required of M.B.A. applicants)

☐ Yes (attach copy of score report) ☐ No

If yes, date _____

Have you taken the Test of English as a Foreign Language (TOEFL) examination?

☐ Yes (attach copy of grade report) ☐ No

If yes, date _____ Location _____

List any business experience that supplements your academic background

Firm and Location	Nature of Work	From	To
		/	/
		/	/
		/	/
		/	/

List business, professional, and social organizations in which you have been active, as well as any professional licenses that you hold.

Organization	Office held (if any)

TEACHER CERTIFICATION(S) (list the types of teacher certification you currently have)

Certification (Elementary, English 7-12, etc.)	State where issued (N.Y., N.J., etc.)	Year Issued

* Do you intend to request transfer credit for previous graduate coursework? ☐ Yes ☐ No

- If yes, please note the following:
1. All requests for transfer credit must be made within the first semester of enrollment.
 2. Transfer credit is awarded for coursework completed within the last five years, provided those graduate credits have not been applied toward a previous degree.
 3. Transcripts from foreign universities must first be submitted to an organization such as World Education Service for evaluation.

PART V: VISA REQUIREMENT DATA

Students who are neither U.S. citizens nor permanent residents of the United States must complete this section:

Country of Birth _____ Country of Citizenship _____

In order to issue an I-20, the following information is needed.

What type of Visa do you require? ☐ F-1 ☐ J-1 (Check one)

If you are currently in the United States, indicate your current non-immigrant status as stated on your I-94 card. (check one)

☐ F-1 (student) date of initial entry: _____
Month Date Year

☐ J-1 (Exchange Visitor)

☐ B-1/B-2

☐ Other (please specify) _____ I-94 expiration date _____
(G-1, H1B, A-2, etc.) Month Date Year

If you are currently on an F-1 or J-1 visa, please indicate the name of the U.S. college/university that issued your current I-20 or DS-2019 form:

Please also have your international adviser at the college/university listed above complete the enclosed SEVIS Transfer Form. Along with your application, you must submit a copy/proof of your current visa and I-94 card. If you are on an F-1 or J-1 visa, please submit a copy of your current I-20 or DS-2019 form.

I certify that the information supplied on this application is complete and correct to the best of my knowledge. I agree to abide by the rules and regulations of the college as set forth in the catalog of New York Institute of Technology, with which I am familiar.

Signature of applicant _____ Date _____

NYIT does not discriminate in admissions or access to its programs and activities on the basis of race, color, national origin, religion, creed, disability, age, marital status, gender, sexual orientation or veteran status.

NYIT provides reasonable accommodations to any person who has a temporary or permanent disabling condition. If you need to discuss an accommodation or a barrier to your full participation in NYIT programs and services, please contact:

Disabilities Compliance Coordinator • Theobald Hall, Room 401 • Northern Boulevard • P.O. Box 8000 • Old Westbury, NY 11568-8000 • 516.686.7976

evaluation. All portfolios must be sent on a CD or DVD and formatted to display independently on multiple platforms. For additional information, please contact the Fine Arts office at 212.261.1796 or 516.686.7542 or visit the Fine Arts Web site at <http://iris.nyit.edu/finearts/>

The CD/DVD portfolio must include: 1) an inventory of the contents of the portfolio, detailing each work with the title, brief description, measurements or time length and date of completion. Collaborative work must be individually identified and credited as such. 2) Contact information, including name, address, telephone, and e-mail. 3) Twelve examples of current work in total, including two non-digital drawings of the human figure.

Applicants with an undergraduate GPA of 2.85 or higher and an acceptable portfolio will be admitted to fully matriculated status. Those whose GPA falls between 2.60 and 2.84 may, at the discretion of the director, be admitted to provisionally matriculated status, with the opportunity to demonstrate their qualifications for full matriculation by achieving a graduate GPA of 3.0 or better in their first four graduate degree courses. In addition, students may be required to take one or more parts of the (GRE).

MASTER OF SCIENCE IN CLINICAL NUTRITION AND MASTER OF SCIENCE IN HUMAN RESOURCES MANAGEMENT AND LABOR RELATIONS PROGRAMS

Applicants with an undergraduate GPA of 2.85 or higher can be accepted directly to the program. Those whose undergraduate GPA falls between 2.50 and 2.84 may, at the discretion of the director, be admitted to the status of accepted with conditions, with the opportunity to demonstrate their qualifications for full-time matriculation by achieving a GPA of 3.0 or better in the first four graduate degree courses. In addition, such students may be required to take one or more parts of the GRE and meet individual departmental requirements. In general, students in this category will not be permitted to continue in the program for more than two semesters unless they have qualified for matriculated status or have special extenuating circumstances.

MASTER OF SCIENCE IN ENERGY MANAGEMENT, ELECTRICAL AND COMPUTER SCIENCE ENGINEERING, INFORMATION NETWORK AND COMPUTER SECURITY, AND ENVIRONMENTAL TECHNOLOGY PROGRAMS

Admission to any of these programs requires a Bachelor of Science degree in computer science, engineering, or closely related field (e.g., physics or mathematics) from an accredited program with a minimum 2.85 GPA.

Applicants to any of these programs who do not have a minimum 2.85 GPA from an accredited program, but appear to have the potential for success, may be required to take the GRE. Admission will be based upon consideration of the test results, previous academic performance, related employment, and an interview.

MASTER OF SCIENCE IN CHILDHOOD EDUCATION, INSTRUCTIONAL TECHNOLOGY, AND COUNSELING PROGRAMS

Applicants with an undergraduate GPA of 3.00 or better, or with a completed master's degree, will be accepted directly into the program. Applicants with an undergraduate GPA of 2.85 to 2.99 will be granted the status of accepted with conditions. Those with an undergraduate GPA of 2.50 to 2.84 must take the GRE and earn a minimum score of 1,000 combined from any two sections to be granted the status of accepted with conditions. Exceptional applicants with an undergraduate GPA below 2.5 but with notable, documented achievements may petition the School of Education Admissions Committee for an exception to the above requirements.

MASTER OF SCIENCE IN OCCUPATIONAL THERAPY PROGRAM

To be eligible for admission into the master's program, applicants must possess a bachelor's degree from an accredited college, with an academic record that includes a balance of coursework in the humanities, social studies, social sciences, mathematics, and life sciences, as well as competence in written and spoken English. Basic computer skills (preparation of documents, spreadsheets, graphs, databases, research, and presentations) are required. To be competitive, applicants should have an overall GPA of at least 2.50, with no science or math grade below 2.00.

MASTER OF SCIENCE IN PHYSICIAN ASSISTANT STUDIES PROGRAM

If you are applying for admission into the Master of Science in Physician Assistant Studies program, please do not use the attached application form. The department will only accept applications that are submitted online through the Centralized Application Service for Physician Assistants (CASPA) at www.caspaonline.org.

All accompanying materials (including transcripts and letters of recommendation) must also be sent directly to CASPA. CASPA will verify your application for accuracy, tabulate the information and submit a report to the Department of Physician Assistant Studies.

Please direct all questions regarding the application process to CASPA's customer service department at 617. 612.2080 or by e-mail at caspainfo@caspaonline.org. Information regarding program requirements is available on the department's Web site at <http://iris.nyit.edu/hpbbs/pas>.

DOCTOR OF PHYSICAL THERAPY PROGRAM

For admission directly into the doctorate program, applicants must possess a bachelor's degree and should have an academic record that includes a balance of coursework in the humanities, social sciences, and natural sciences, including competency in English composition. Generally, to be competitive, applicants should have a GPA of at least 3.00.

TRANSITIONAL DPT PROGRAM

For admission directly to the transitional DPT program (t-DPT), applicants must have a bachelor's degree, be licensed to practice physical therapy, and be involved in clinical practice for at least one year (2,000 hours). Applicants also must have basic computer literacy with Internet access.

For more information regarding the transitional DPT program, please call the Department of Physical Therapy at 516.686.7696.

****If you are not a licensed physical therapist, you must apply to the entry-level DPT program, not the Transitional DPT Program. Only licensed physical therapists are eligible for enrollment into the t-DPT program.**

GRADUATE PROGRAMS IN EDUCATION (SEE GRADUATE CATALOG FOR ADDITIONAL DETAILS)

Applicants for all graduate education programs are expected to have earned an undergraduate GPA of 3.0 or better. See graduate catalog for information regarding admission with less than 3.00 GPA.

CHILDHOOD EDUCATION — INITIAL PREPARATION

Applicants must have an earned bachelor's degree with a major or its equivalent in biology, chemistry, economics, English, history, life science, mathematics, physics, psychology, or interdisciplinary arts and sciences. The degree must include general education study in English, social studies, science, mathematics, a language other than English, and creative expression. Otherwise, qualified applicants will be permitted to enter and make up deficits in general education (limit two areas). Applicants must also provide evidence that they have passed the LAST. A structured interview and in-person writing sample are also required.

COMPUTERS IN EDUCATION

Applicants must have earned a bachelor's degree and at least two years teaching experience.

DISTRICT LEADERSHIP AND TECHNOLOGY

Applicants must have earned a master's degree, be permanently/professionally certified as a teacher in New York State and have at least three years successful teaching experience. An interview, in-person writing sample, technology competency, and two letters of reference from school district administrators endorsing your candidacy are also required.

INSTRUCTIONAL TECHNOLOGY — EDUCATIONAL TECHNOLOGY SPECIALIST

Applicants must have earned a bachelor's degree and initial/provisional or permanent/professional teacher certification in any area. A copy of your certification(s) must be submitted with your application. Applicants must also provide evidence that they have passed the CST for the area of their first certification.

INSTRUCTIONAL TECHNOLOGY EDUCATOR — NO CERTIFICATION

Applicants must have earned a bachelor's degree, as well as taken a course in human growth and development or its equivalent. Applicants without this course prerequisite may be required to take EDPC 615.

MULTIMEDIA OR DISTANCE LEARNING

Applicants must have a master's degree or equivalent background in instructional technology or a related field.

SCHOOL COUNSELING OR MENTAL HEALTH COUNSELING

Applicants must have earned a bachelor's degree and submit a supplemental background packet that includes a resume, student statement of understanding, school/community-related experiences summary, and professional goals statement. Call 516.686.7777 for guidelines. A structured interview is also required.

PROGRAMS OF STUDY:

Doctor of Physical Therapy

Transitional DPT (t-DPT)

Master of Architecture in Urban and Regional Design

Master of Arts in Communication Arts

Advertising and Public Relations

Communications Theory

Electronic and Print Journalism

Filmmaking

Media Management

Television Producing, Directing, and Writing

Communication Arts

Computer Graphics

Master of Business Administration

Accounting

Applied Economics

Applied Quantitative Methods

Combined D.O./M.B.A. Program*

E-Commerce

Finance

General Management

Health Administration

Human Resources Management

International Business

Marketing

Management of Information Systems

Advanced Certificate Programs

Accounting

Finance

International Business

Management of Information Systems

Marketing

Master of Fine Arts

Computer Graphics and Animation

Graphic Design

Art and Technology

Master of Science in Childhood Education

Initial Preparation for Childhood Education

Master of Science in Clinical Nutrition

Combined D.O./M.S. Program*

Master of Science in Computer Science

Master of Science in Electrical and Computer Engineering

Master of Science in Energy Management

Energy Technology

Environmental Management

Facilities Management

Infrastructure Security

General

Advanced Certificate Programs

Energy Technology

Environmental Management

Facilities Management

Infrastructure Security

Master of Science in Environmental Technology

Waste Management

Pollution Prevention

Infrastructure Security

Master of Science in Human Resources Management and Labor Relations

Human Resources Management

Labor Relations

Labor Management Relations in the Public Sector

Advanced Certificate Programs

Employee and Labor Relations

Human Resources Management

Master of Science in Information Network and Computer Security

Master of Science in Instructional Technology

Educator — Educational Technology Specialist

Educator — no certification

Professional Trainer

Certificate/Advanced Certificates in Instructional Technology

Computers in Education

Distance Learning

Multimedia

Master of Science in Mental Health Counseling

Counseling Programs

Certificate in Alcohol and Substance

Abuse Counseling

Certificate in Student Behavior Management

Master of Science in Occupational Therapy

Master of Science in Physician Assistant

Master of Science in School Counseling

Professional Diploma in Educational

Leadership and Technology

District Leadership and Technology

** Students applying to this program must be admitted to the Doctor of Osteopathic Medicine program first.*

■ On page 2 of this application please indicate the program you wish to study including concentration.